



Prompt Templates for Common Business Tasks

Table of Contents

Introduction.....	1
How to use these templates.....	1
Part 1: Email templates.....	2
Part 2: Meeting summary templates	3
Part 3: Contract review templates	4
Part 4: Content drafting templates	5
Adapting these templates.....	6
Let us find the right AI for you.....	7

Introduction

The *Beginner's Guide to AI* covers, in Part 4, six habits that make any prompt more effective: being specific, giving context, stating the format you want, assigning a role, iterating instead of restarting, and asking for simplification when you're lost. This companion document puts those habits into practice with ready-to-use templates for four tasks that come up constantly in business settings: writing emails, summarizing meetings, reviewing contracts, and drafting content. Every template already applies the Part 4 habits, so you can copy one, fill in the bracketed placeholders, and get a usable result on the first try more often than not.

These templates work in any major chat assistant — ChatGPT, Claude, Gemini, or Copilot — with only minor adjustments.

How to use these templates

Each template below follows the same pattern: replace anything in **[brackets]** with your own details, then paste the whole thing into your AI assistant of choice. A few habits that make these consistently more effective:

1. **Fill in every bracket you can.** A template with real specifics (“a frustrated customer whose order arrived damaged”) outperforms one with vague placeholders left in (“a customer issue”) — this is Part 4’s “be specific” habit in action.
 2. **Paste in the actual source material.** For meeting summaries and contract review especially, the template is only as good as the transcript, notes, or contract text you paste in alongside it.
 3. **Treat the first output as a draft, not a final answer.** If it’s close but not quite right, say specifically what to change rather than starting over — iterating is faster and gets closer to what you actually want.
 4. **Never send, sign, or publish AI output unread.** These templates speed up the first draft; a human reviewing the result is still the last step for anything that goes out under your name.
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Part 1: Email templates

Drafting a new email

Act as a skilled professional writer. Write an email to [RECIPIENT / RELATIONSHIP TO YOU] about [TOPIC].

Context: [WHAT THEY ALREADY KNOW, WHAT PROMPTED THIS EMAIL, ANY RELEVANT BACKGROUND]

Goal: [WHAT YOU WANT TO HAPPEN AS A RESULT – A REPLY, AN APPROVAL, A MEETING, ETC.]

Tone: [FORMAL / FRIENDLY / DIRECT / APOLOGETIC / etc.]

Keep it to [LENGTH, e.g., "under 150 words" or "3 short paragraphs"].

Replying to a difficult or sensitive email

Act as a calm, diplomatic communicator. I received the email below and need to reply.

Original email:
[PASTE THE EMAIL YOU'RE REPLYING TO]

What I want to communicate: [YOUR KEY POINTS, EVEN IF ROUGH OR UNPOLISHED]

What I want to avoid: [e.g., "sounding defensive," "admitting fault we haven't confirmed," "over-promising a timeline"]

Draft a reply that acknowledges their concern, stays professional, and gets across my key points without [WHAT TO AVOID].

Following up when you haven't heard back

Write a brief, polite follow-up email referencing my original message below . Don't be pushy – assume they're busy, not ignoring me.

Original message: [PASTE OR SUMMARIZE YOUR FIRST EMAIL]

Sent on: [DATE]

What I need: [A DECISION, A DOCUMENT, A CONFIRMATION, ETC.]

Keep it under [X] sentences.

Summarizing a long email thread

Summarize the email thread below for someone who hasn't read it. Structure your answer as:

1. What's being decided or discussed
2. Key points made by each person (name them)
3. Any open questions or unresolved items
4. What happens next, if it's mentioned

Email thread:

[PASTE THE FULL THREAD]

Part 2: Meeting summary templates

Summarizing notes or a transcript

Act as an executive assistant. Turn the raw meeting notes/transcript below into a clean summary with these sections:

- Attendees (if mentioned)
- Key discussion points (short bullets, one topic each)
- Decisions made
- Action items (who owns each one, and any deadline mentioned)
- Open questions that weren't resolved

Raw notes/transcript:

[PASTE YOUR NOTES OR TRANSCRIPT]

Extracting only the action items

Read the meeting notes below and extract ONLY the action items. For each one, list: the task, who's responsible (write "unassigned" if unclear), and the deadline (write "none given" if unclear). Format as a simple list, not paragraphs.

Meeting notes:

[PASTE YOUR NOTES]

Drafting a recap email to send after the meeting

Write a short recap email to send to meeting attendees. Audience: [WHO WILL RECEIVE THIS – team, client, leadership]. Tone: [FORMAL / CASUAL].

Include: a one-line summary of the meeting's purpose, 3-5 key takeaways, and a clear list of action items with owners.

Source notes:

[PASTE YOUR MEETING NOTES OR THE SUMMARY YOU ALREADY GENERATED]

Part 3: Contract review templates

A reminder before this section: AI is a useful first pass for reading dense text, not a substitute for a lawyer. Use these templates to understand a document faster and flag things worth asking about — not as a final legal opinion, especially for anything with real financial or legal consequences.

Plain-language summary of a contract

Act as a patient contracts editor explaining this to someone without a legal background. Read the contract below and summarize, in plain language:

1. What each party is agreeing to do
2. Payment terms (amount, timing, conditions)
3. How long the agreement lasts and how either party can end it
4. Anything unusual or worth double-checking with a lawyer

Contract text:

[PASTE THE CONTRACT OR RELEVANT SECTION]

Flagging risks or red flags

Review the contract below from the perspective of [YOUR SIDE, e.g., "the vendor" or "the party receiving services"]. Identify:

- Clauses that seem one-sided or unusually risky for my side
- Any deadlines, auto-renewal terms, or penalties I might miss on a quick read
- Anything vague or ambiguous that should be clarified before signing

List each item with the specific clause it refers to. Don't rewrite the contract – just flag what's worth a closer look.

Contract text:

[PASTE THE CONTRACT OR RELEVANT SECTION]

Comparing two versions of a contract

Compare Version A and Version B of this contract below and list every substantive difference – new clauses, removed clauses, and changed terms (dollar amounts, dates, obligations). Ignore purely cosmetic wording changes unless they change the meaning.

Version A:

[PASTE FIRST VERSION]

Version B:

[PASTE SECOND VERSION]

Part 4: Content drafting templates

Drafting a blog post or article

Act as a [INDUSTRY] content writer. Write a [LENGTH, e.g., "800-word"] blog post on [TOPIC] for [AUDIENCE, e.g., "small business owners with no technical background"].

Key points to cover: [LIST 3-5 POINTS YOU WANT INCLUDED]

Tone: [CONVERSATIONAL / AUTHORITATIVE / etc.]

Structure: a short intro, [NUMBER] subheadings, and a brief closing takeaway. Avoid generic filler sentences and don't pad the introduction.

Drafting a social media post

Write [NUMBER] variations of a [PLATFORM, e.g., LinkedIn/Instagram/X] post announcing [WHAT YOU'RE ANNOUNCING].

Audience: [WHO FOLLOWS THIS ACCOUNT]

Tone: [PROFESSIONAL / PLAYFUL / etc.]

Include a call to action: [WHAT YOU WANT READERS TO DO]

Length limit: [PLATFORM'S TYPICAL LENGTH OR YOUR OWN LIMIT]

Writing a product or service description

Write a product description for [PRODUCT/SERVICE NAME].

What it is: [BRIEF, FACTUAL DESCRIPTION]

Who it's for: [TARGET CUSTOMER]

Key benefits (not just features): [LIST 2-4]

Tone: [e.g., "confident but not salesy"]

Length: [e.g., "under 100 words for a product page"]

Avoid generic marketing phrases like "revolutionary" or "game-changing" unless I've used them myself.

Turning rough notes into a polished draft

I have rough, unpolished notes below. Turn them into a clear, well-organized draft in [FORMAT, e.g., "a one-page memo" or "a five-slide outline"] without losing any of the substance.

Audience: [WHO WILL READ THIS]

Tone: [FORMAL / CASUAL]

My rough notes:

[PASTE YOUR NOTES, BULLETS, OR STREAM-OF-CONSCIOUSNESS TEXT]

Adapting these templates

None of these need to be used word-for-word. If a result is close but not quite right, apply Part 4's iteration habit directly: tell the assistant what's wrong ("make this more concise," "this is too formal for my team," "you missed the deadline mentioned in paragraph two") rather than rewriting the whole prompt from scratch. Over time, most people end up keeping a short personal file of two or three templates they've tuned to their own voice and typical tasks — that personalized version will usually outperform any generic template, including these.

Let us find the right AI for you!

These templates should get you started drafting emails, summaries, and content with AI, but a good prompt library is never really finished — it grows as you learn what works for your own tasks and voice. If you are ready to go further and bring AI more deeply into your day-to-day work, we are here to help.

Contact us today through email or on our website to schedule your free 30-Minute Introduction Call to see what AI can do for you!

Email: Sales@IntelliTechDynamics.com

Website: www.IntelliTechDynamics.com

